

STATE OF NEW JERSEY
DEPARTMENT OF CHILDREN AND FAMILIES
OFFICE OF LICENSING/ INSPECTION/VIOLATION REPORT

Center Name: Chesterbrook Academy	Center ID#: 04CHE0005	County: Camden
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Address: 9000 Centennial Blvd.	City: Voorhees	Zip Code: 08043	Email: lauren.baumiester@nlcinc.com
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Phone: (856) 751-1930	Fax: 8564897770	Initial Inspection: 11/6/2014	License Status: R 10/3/2015
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Due Date(s):*	11/20/2014	12/19/2014	1/27/2015	2/13/2015	3/17/2015	
Date(s) Reinspection:	12/5/2014	1/13/2015	1/30/2015	2/17/2015	3/25/2015	
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Center is in compliance with requirements as of: 3/25/2015 **Reinspection occurs on or soon after due date*

Renewal <input type="checkbox"/>	Initial <input type="checkbox"/>	Monitor <input checked="" type="checkbox"/>	Increase <input type="checkbox"/>	Age Change <input type="checkbox"/>	Relocation <input type="checkbox"/>	New Sponsor <input type="checkbox"/>	Space Evaluation <input type="checkbox"/>	Complaint # <input type="checkbox"/>
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Date Cited M/D/Year	Date Abated M/D/Year	Based on a inspection(s) conducted by the Office of Licensing (OOL) the above date(s), the center needs to take the following actions in order to come into compliance with the MANUAL OF REQUIREMENTS FOR CHILD CARE CENTERS (N.J.A.C. 10:122):
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Supervision, Staff/Child Ratios & Space

		<input type="checkbox"/> 1. Provide 2 staff to work with the children: when 6 or more children are present; on any field trip, outing, or special event away from the center regardless of transportation; or with more than 12 school-age children on walks.
		<input type="checkbox"/> 2. Ensure that children are supervised by a staff member at all times, including at off-site locations.

Notes:

		<input type="checkbox"/> 3. Develop and implement a method to keep track of all children, including at off-site locations.
11/6/2014	12/5/2014	<input checked="" type="checkbox"/> 4. Maintain required staff to meet ratios: when children are awake; sleeping; on premises during naptime.

Notes:

		<input type="checkbox"/> 5. Limit group size to 12 infants (under 18 months), 20 children for early childhood or 30 children for school-age
11/6/2014	12/5/2014	<input type="checkbox"/> 6. Assign a primary caregiver for group of 4 infants and 6 toddlers.
		<input type="checkbox"/> 7. Post the center's license in a prominent location in each building.
		<input type="checkbox"/> 8. Operate within the center's licensed capacity and within each room's capacity.

Notes:

11/6/2014	12/5/2014	<input checked="" type="checkbox"/> 9. Identify and maintain space requirements for all rooms approved by the OOL for children's use; make unapproved space inaccessible to children.
		<input type="checkbox"/> 10. Ensure the children's health, safety and well-being.

Notes:

Activities & Discipline

		<input type="checkbox"/> 11. Provide a sufficient variety of age-appropriate activities.
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Note: If number is checked, see attachment page(s) for clarification.

		<input type="checkbox"/> 12. Provide age-appropriate time frames for each activity.
		<input type="checkbox"/> 13. Provide enough supplies, furniture and equipment for the required activities.
		<input type="checkbox"/> 14. Provide daily structured and unstructured indoor and outdoor energetic physical activity that promotes coordination and movement skills: 30 minutes for children in care less than 4 hours; 60 minutes for children in care more than 4 hours. Avoid inactivity for more than 30 minutes unless eating or sleeping.
		<input type="checkbox"/> 15. Develop policies/plans for use of TV/computer/video by children: under 2 years; over 2 years; with special needs; in care less than 4 hours; in care more than 4 hours.
		<input type="checkbox"/> 16. Ensure use of TV/computer/video is educational/instructional and age/developmentally appropriate, and not used as a substitute for planned activities or for passive viewing.
		<input type="checkbox"/> 17. Significantly limit the use of TV/computer/video for children under the age of 2.
		<input type="checkbox"/> 18. Use positive methods of guidance and discipline consistent with children's age and developmental needs; prohibit corporal and/or emotional punishment.

Notes:

		<input type="checkbox"/> 19. Ensure staff do not withhold active play times as a means of discipline unless a child's actions or behavior present a danger to themselves or others.
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Nutrition & Rest

		<input type="checkbox"/> 20. Provide nutritious food and beverages that comply with the manual/CACFP standards including a variety of fruits and vegetables and a high portion of whole grains; limit foods high in solid fats, added sugar, trans fats, and sodium. (Refer to CACFP standards at (www.fus.usda.gov/cnd/care/childcare.htm))
		<input type="checkbox"/> 21. Provide cribs that meet CPSC standards and maintain documentation on file.
		<input type="checkbox"/> 22. Provide infants/toddlers with opportunities to leave their sleeping equipment to crawl, walk and play.
		<input type="checkbox"/> 23. Ensure children 12 months and younger are initially placed in a face-up sleeping position unless indicated in writing by child's health care provider.

Administration & Parent Involvement

		<input type="checkbox"/> 24. Designate someone in the center to carry out the director's responsibilities when the director is absent.
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Program Records

		<input type="checkbox"/> 25. Complete and maintain at the center the staff records checklist.
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Notes:

11/6/2014	3/25/2015	<input type="checkbox"/> 26. Ensure that Child Abuse Record Information (CARI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
11/6/2014	3/25/2015	<input checked="" type="checkbox"/> 27. Ensure that Criminal History Record Information (CHRI) checks are completed as required for the sponsor/sponsor representative and all regularly scheduled staff.
11/6/2014	12/5/2014	<input checked="" type="checkbox"/> 28. Hire and submit the required documentation for the following: director; head teacher; group teacher; program supervisor.

Notes:

		<input type="checkbox"/> 29. Maintain record of annual staff training on use of fire alarms and emergency evacuation procedures including evacuation and lock down.
		<input type="checkbox"/> 30. Ensure that all full-time staff complete 10 hours annual training with 2 hours in each of the following core areas: child growth and development; positive guidance and discipline; health and safety.
		<input type="checkbox"/> 31. Ensure that the director, head teacher, group teacher and program supervisor complete 20 hours of annual training in 1 or more of the following: professional development approved by Professional Impact New Jersey or the National Child Care Association, or equivalent staff development in three or more of nine specific management areas including physical activity, special needs programming, & ADA guidelines.
11/6/2014	12/5/2014	<input checked="" type="checkbox"/> 32. Ensure that 2 staff members who have current certified basic knowledge of first aid principles and CPR are at the center at all times when enrolled children are present.
		<input type="checkbox"/> 33. Review, at least annually, a list from the Consumer Product Safety Commission (CPSC) regarding unsafe products and provide staff and parents with CPSC website www.cpsc.gov/cpscpub/prereel/prereel.html

Sanitation & Diapering

11/6/2014	12/5/2014	<input checked="" type="checkbox"/> 34. Wash and disinfect: toilet training chairs and potty seats after each use; diapering surfaces after each use; toys mouthed by infants and toddlers after each use; mats after each use unless stored separately; sleeping equipment weekly; sheets and blankets weekly; tables before each meal.
11/6/2014	12/5/2014	<input checked="" type="checkbox"/> 35. Ensure that children wash their hands with soap and running water: before intake of food; after using the toilet; after having a diaper change; and as needed.
11/6/2014	1/13/2015	<input checked="" type="checkbox"/> 36. Ensure that staff wash their hands with soap and running water: before preparing or serving food; after assisting a child in toileting; after changing diapers; after contact with body fluids or secretions; and as needed.

Note: If number is checked, see attachment page(s) for clarification.

Health & Fire Safety

		<input type="checkbox"/> 37. Obtain and maintain on file a current health certificate.
		<input type="checkbox"/> 38. Obtain and maintain on file a current fire certificate.
11/6/2014	12/5/2014	<input checked="" type="checkbox"/> 39. Conduct and document monthly fire drills during each session provided at the center and evacuate all children within 3 minutes.
		<input type="checkbox"/> 40. Ensure the center's fire protective systems are operative at all times.
		<input type="checkbox"/> 41. Develop and post prominently on every floor of the center an emergency plan including evacuation, disaster and lockdown procedures.
11/6/2014	11/6/2014	<input checked="" type="checkbox"/> 42. Ensure that all exits and egress areas are unobstructed, and exit doors are easily operable.

Notes:

		<input type="checkbox"/> 43. Ensure that illuminated exit signs and emergency lighting are operable at all times.
		<input type="checkbox"/> 44. Ensure that fire extinguishers are serviced and tagged annually, and recharged if necessary.
		<input type="checkbox"/> 45. Remove excess storage and/or combustibles from the furnace room.

Bathroom & Kitchen Facilities

11/6/2014	11/6/2014	<input checked="" type="checkbox"/> 46. Ensure all toxic substances and medications are inaccessible to children.
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Notes:

Building Maintenance

11/6/2014	3/25/2015	<input checked="" type="checkbox"/> 47. Keep all surfaces clean and in good repair.
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Notes:

		<input type="checkbox"/> 48. Provide 1 of the 4 monitoring options listed in the manual.
		<input type="checkbox"/> 49. Repair and/or paint surfaces in specified areas:

Notes:

		<input type="checkbox"/> 50. Ensure that indoor and outdoor equipment is sturdy, safe and free of hazards.
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Notes:

Outdoor Play Area, Equipment and Maintenance

		<input type="checkbox"/> 51. Provide and maintain play equipment to meet public playground design standards (ASTM F-1487) as specified by the Consumer Product Safety Commission (CPSC). (Not for profits by 10/18/14)
		<input type="checkbox"/> 52. Provide and maintain resilient surfacing (ASTM F-1292) and use zones under all play equipment that subjects children to a fall as specified by the CPSC.
11/6/2014	12/5/2014	<input checked="" type="checkbox"/> 53. Take necessary action to remove outdoor hazards.

Notes:

ALERT: Effective 8/6/14, stackable cribs are prohibited.

☐ See attached Transportation Inspection/Violation page.

Inspector(s) Name(s)

Emily Gear

#	Date Cited	Date Abated	Inspection/Violation Report Attachment	
4	11/6/2014	12/5/2014	Maintain the required staff to meet ratios in room 8 as there were 11 children, between the ages of 24 months and 3 years old, with one staff present. A second staff member was required.	Delete
9	11/6/2014	12/5/2014	Identify all rooms approved by the OOL for children's use with numbers.	Delete
28	11/6/2014	12/5/2014	Submit the required documentation for both group teachers.	Delete
32	11/6/2014	12/5/2014	Ensure that 2 staff members who have current certified basic knowledge of first aid principles are at the center at all times when enrolled children are present. Provide written documentation.	Delete
34	11/6/2014	12/5/2014	Wash and disinfect the tables before each meal in room 8. 35	Delete
35	11/6/2014	12/5/2014	Ensure that children wash their hands with soap and running water before the intake of food in room 8 as the children went from circle time on the carpet directly to the table for snack.	Delete
36	11/6/2014	1/13/2015	Ensure that staff wash their hands with soap and running water before serving food. Room 8. 12/5/14: Ensure that staff wash their hands with soap and running water after each diaper change. Room 8.	Delete
39	11/6/2014	12/5/2014	Evacuate all children within 3 minutes when conducting a fire drill.	Delete
42	11/6/2014	11/6/2014	Ensure that the egress area in room 3 is unobstructed as a metal filing cabinet was too close to the exit door.	Delete
46	11/6/2014	11/6/2014	Ensure all toxic substances are inaccessible to children as there were cleaning supplies under the changing table and sink in room 1.	Delete
47	11/6/2014	1/30/2015	Repair/replace the side of the sink cabinet where there is a chunk missing in room 7.	Delete
47	11/6/2014	12/5/2014	Maintain mechanical ventilation in clean condition in the children's bathrooms as needed throughout the center.	Delete
47	11/6/2014	3/25/2015	Repair/replace all flickering lights as needed throughout the center.	Delete
47	11/6/2014	12/5/2014	Maintain diapering surfaces in good repair in rooms 1 and 2.	Delete
47	11/6/2014	1/13/2015	Repair/replace the burnt out light bulbs in rooms 3 and 8 (bathroom).	Delete
47	11/6/2014	1/13/2015	Replace and/or clean the carpeting as it is heavily stained on the edges in room 5.	Delete
47	11/6/2014	12/5/2014	Maintain indoor garbage receptacles covered in rooms 7 and 8.	Delete
53	11/6/2014	12/5/2014	Remove the overgrown vegetation from the mulch in the outdoor play areas as needed.	Delete
53	11/6/2014	12/5/2014	Repair/paint the green outdoor handrails as needed on the playground.	Delete
53	11/6/2014	12/5/2014	Repair/paint the climbing equipment on the playground as needed.	Delete
47	12/5/2014	1/13/2015	Ensure that the illuminated exit sign in room 7 is operable at all times.	Delete